

## In-Person Students:

Hello!

We are so glad you are joining us on campus this fall. The start of our semester is just around the corner. We have finished adjusting course schedules to accommodate physical distancing for the fall. Your schedule is now set! I wanted to take a few minutes to help you understand your fall schedule. Please follow the steps below to access your schedule:

- Go to the [intranet page](http://rwc.roberts.edu) (rwc.roberts.edu) and log in.
- In the upper right hand corner you will see a row of icons. Click on the R-Serve icon which looks like this:



- Log in to R-Serve using your lastname\_firstname and your Roberts password.
- Click on the Classes tab.
- Underneath the Classes tab you will see an option for schedule. Click on schedule to view your schedule.

As you look at your schedule you may see some new section labels. Some courses needed to be split into smaller sections that would only meet once a week to accommodate physical distancing requirements. Here are some details to help you understand your first week of classes:

- Your section number will help you to know what day(s) to attend your in-person class. Here is how you may see the course on your schedule, and the section number is in bold: BIB 101/Lecture/**01**.
- If your section is just a number (01, 02, 03, 04, etc.) you will go to class on the first day of that class. You may receive additional instructions from your professor on the first day of classes.
- If your section is a number followed by a letter, you will only attend class once a week at the specified time and location.
  - If the section number is followed by the letter B (01B, 02B, 03B, etc), you will go to class on Wednesdays. Therefore, your first day of class for this course will be on August 26th.
  - If the section number is followed by the letter C (01C, 02C, 03C, etc), you will go to class on Fridays. Therefore, your first day of class for this course will be on August 28th.

- If the section number is followed by the letter D (01D, 02D, 03D, etc.), you will go to class on Thursdays. Therefore, your first day of class for this course will be on August 27th.
- If it is an evening class (E1, E2, etc.), the class will meet on the scheduled day at the scheduled time (no evening classes were split into sections).
- You may notice that even though you are in a specific section, for example 01B, and only go to the classroom on Wednesdays that your schedule still notes M/W/F at the specified time. Even though you are only going to class on Wednesdays, it is possible that your professor may have the class meet virtually by Zoom or Google Meet during the class time at some point during the semester. Please keep that time reserved.
- Even as an in-person student, it is possible that you will have some online courses on your schedule (if the course was originally online or if the professor of that course has to teach virtually this semester).
- In addition to looking at your schedule, we encourage you to look at your Moodle page (access on the intranet page). Your professors should lay out the schedule for the class on the Moodle page.

The ability to make changes to your schedule in R-Serve has been disabled. If you need to make a change to your schedule, you can use the form on the [Registration intranet page](#) to request a schedule change. Once on the Registration intranet page click on Add Drop Withdraw. At this point schedule changes are limited as many courses are full and room assignments have been made to meet physical distancing requirements.

We know that this is different, and we recognize that it may be confusing. Your professors will be communicating clearly through email, on your course Moodle page, and on the first day of class.

We are so excited that you will be joining us on campus in a couple of weeks! We would ask that you follow physical distancing guidelines starting now, so you can come to campus healthy! We have been planning, preparing, and praying for this semester for months. While this semester will look different, we are committed to providing you with an excellent education.

If you have any questions, please do not hesitate to ask!

Dr. Kovach